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CAREER SERVICE PANEL
Minutes of the Meeting
15 September 1969

Attendees:

Chairman

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Recording Secretary

Absentees:

25X1A9A



1. The Chairman called the meeting to order at 0905 hours.
2. Two items were added to the agenda for 15 September 1969 under new business:
 - a. Nominees for DD/S&T/Career Development Course #4 - 5 January - 5 June 1970.
 - b. Promotion action - [redacted] from GSS-11 to GS-12.
3. There were no additions or corrections to the minutes of 4 August, 1969. Minutes were approved as written.

4. [redacted] made the following report:

PROMOTIONS:

- a. [redacted] An/ORD from SPS-002 to SPS-003.
- b. [redacted] AP/ORD from GS-14 to GS-15.

ADDITIONS:

- a. [redacted] /RP/ORD from OCS/DD/S&T - 11 August 1969
Phys Scientist - Res - GSS-10.
- b. [redacted] P-C/ORD from OEL/DD/S&T - 2 September 1969
Phys Scientist - Res - GS-15
- c. [redacted] Secretary-Steno, GS-8 returned from LWOP
on 8 September 1969 - D/ORD.

TERMINATIONS:

- a. [redacted] GS-14, Optics/ORD, resigned 22 August 1969
to join teaching staff at University of Rochester.

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3. (Continued)

TERMINATIONS: (Cont'd)

- 25X1A9A b. [] S-15, PC/ORD resigned 29 August 1969 to
join General Motors Corporation.
- 25X1A9A c. [] GS-5, Secretary Steno, Optics/ORD
resigned 8 August 1969 - Marriage.

TRAINING COURSES - Advance Notice

- a. Midcareer Development Course for January - March 1970.
(Notice usually comes in end of October)
- b. Educational Program in Systematic Analysis
(Usually comes in - October. No nominees last year)
- c. National Institute of Public Affairs and U. S.
Civil Service Commission - NIPA Career Education
Awards - comes up in October. (No nominees last year)

REPORT FROM PERSONNEL OFFICERS' MEETING

a. Fitness reports will be changed. New report forms will be available in September. A headquarters notice should be sent out in September on the changes and requirements.

b. Section B - Performance Evaluation Ratings will be changed as follows:

- 1) Unsatisfactory (Instead of Weak)
- 2) Marginal (Instead of Adequate)
- 3) Proficient
- 4) Strong
- 5) Outstanding

c. More responsibility will be put on the Reviewing Official. He will have to contribute information on how an employee is being utilized and what training, if any, an employee will be receiving during the reporting period. He will also be asked to comment on the liberality or strictness of the rating given by the supervisor.

d. Rating officials will be asked not only to rate on performance of specific duties but on conduct, productivity, compatibility and his comments should reflect overall evaluation of employee's performance on the job. He will also be asked to comment on any weaknesses reported in the prior report and must state in the current report if progress has been made.

e. The Agency is conducting a job attitude survey. This survey was ordered by the President. The Agency conducted the first survey by issuing 125 questionnaires to new professional EOD's. They were under 30 years old, not above GS-12, and had college degree. The results of this survey showed that the Agency tended to over-classify, overstaff and over-look some of their employees. The Agency will now conduct a second survey covering a wider range of personnel. This time, the survey will include employees who have come in within the past 10 years. Personnel officers will be contacted as to how these questionnaires will be distributed.

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3. (Continued)

REPORT FROM PERSONNEL OFFICERS' MEETING (Cont'd)

25X1 f. [] dated 12 June 1969 states that all personnel either resigning or approaching retirement must be able to provide information and answer inquiries about their Agency work experience in a manner which fulfills their continuing obligation to protect Agency cover and security. Upon separation from the Agency, he should have an officially approved written statement of his employment history.

g. During the last fiscal year, [] clericals and [] professionals have left the Agency.

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25X1A9A 4. Since two members of the Panel were not present, [] stated that the discussion on Competitive Evaluation would not take place at this meeting. He also stated that it might be to the advantage of the Panel to wait until the new fitness reports came out and then take up the discussion on what effect it might have on the CSP approach to competitive evaluation.

25X1A9A 5. [] suggested that the CSP get statistics on ORD employees and their fitness report ratings and make a comparison to the Agency and DD/S&T average. [] said he would provide the Panel with this information.

6. The CSP then took up the matter of the Agency Retirement report and the answers to the questions submitted by the Executive Secretary/CSP which were requested by the committee appointed to study the Agency's implementation of the retirement system of the Civil Service Commission for the Panel. Some of things discussed were:

25X1A9A a. In answer to Question c, Part II of the Agency Retirement Report, [] stated that the one acknowledged inequity penalizes members of CIARDS. If a CIARD member left the Agency for five years and came back, he would have to pay back into the retirement fund the amount of monies that would have been deducted during the period he was gone. Under Civil Service, he is penalized only 10% of the amount that would have been paid into the retirement fund.

25X1A9A b. [] stated that he felt there were inequities. He felt that it was the Office of Personnel's job to make these known for the benefit of the Agency staff. He went on to say that he was hired with a clear understanding by a statement of Agency personnel people that he would have the benefits of the CS system when he joined the Agency. Seven years ago, he left a position, much the same as the one he has now, because he was told that he could expect a career under CS. In a retroactive manner, he has now been told that after years of employment that this is not so.

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6. (continued)

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c. [] stated that the information you received when you came on board depended on the person you talked with. The person he talked with when he joined the Agency told him that the Agency was not under Civil Service but employees would have Civil Service benefits. Now we know it is not a retroactive action. It was the law at the time when [] and I came into the Agency. He stated that they were misinformed.

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d. [] stated that there are Retirement Understanding forms now being used for EODs. Employees are notified whether they are or are not qualified for CIARDS; notified of their retirement date; and notified of the retirement seminars which start five years prior to retirement.

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e. [] stated that since many of the older employees were not informed about the facts of retirement, ORD Division Chiefs should make sure that the people under their supervision are aware of the facts.

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f. [] stated that now the Panel knows these facts they should start to consider what can be done about them. He felt that the Panel had the right to go forward and find out how the discrepancy of mandatory retirement at age 60 as versus 70 for CS would work certain hardships. The Panel should make recommendations on what should be done. What specific relief can be granted to those people who came in before the Retirement Understanding Forms became effective? ORD needs to identify these individuals.

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g. [] stated that there are three Agency cases which have been presented to the DCI for relief. Two cases are for humanitarian reasons and one for an extension of time over age 60.

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h. [] asked if the DD/S&T Senior Career Board had dealt with this problem. [] stated that the Board had been aware of it. The LIMITED DISTRIBUTION memorandum on Agency retirement from the DCI had been sent to Deputy Directors. In order to get an answer to these questions, the policy level is D/ORD, DD/S&T and the Senior Career Board. The CSP/ORD should recommend action to Mr. Chapman and ask that he take up the matter with the Senior Career Board to see what can be done.

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i. [] felt that ORD should obtain the names of the people who fall into this hardship category.

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j. [] moved that a committee be empowered to draw together information essential in defining the Agency's policies, inequities and hardships and spelling out current problems that arise in ORD as a result of implementation of the two retirement systems.

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[] seconded the motion. No action was taken on this motion.

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CORRECTED SHEET - Minutes - 15 September 1969
Date: 31 October 1969

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25X1A9A 6. (continued)

25X1A9A j. [] moved that [] obtain the data on those employees who are affected by the early mandatory retirement age.
25X1A9A [] would then work on a memorandum to be presented to D/ORD for further action and presentation to the Senior Career Board. Motion was seconded. Vote was unanimous.

25X1A9A 7. [] requested that the CSP change the distribution date of the CSP report to ORD to a yearly schedule instead of semi-annual.
25X1A9A [] felt that the report should be done on a more frequent basis, giving ORD employees a general run down on training, competitive evaluation, retirement and what they should know and be doing about it; and, in this
25X1A9A report, probably the new fitness reports should be explained. []
25X1A9A said that a draft of the Panel report would be given to [] before the next CSP meeting, and that he would make final distribution of the report to the CSP members at the next meeting.

8. There were no nominees selected from ORD for the Federal Executive Institute Seminars running from 28 September - 18 October 1969.

25X1A9A 9. The decision on [] promotion from GSS-11 to GS-12, as decided and so reported in the minutes of 8 August 1969, was taken
25X1A9A up again under new business at [] request. [] stated
25X1A9A that he felt [] had been penalized because he had inadvertently made an inaccurate statement of fact in the memorandum on []
25X1A9A promotion that [] had a Master's degree when, in fact, he must
25X1A9A still complete his thesis.

25X1A9A 10. [] moved that the CSP reconsider, at this time, the promotion of [] from GSS-11 to GS-12 because of his current
25X1A9A performance, or decide that the decision as stated in Item 14, CSP minutes of 8 August 1969, stand as a final decision. Vote was 4 in favor
25X1A9A and 3 not in favor of having the decision on [] promotion stand as decided on 8 August 1969. Motion carried.

25X1A9A 11. Nominees for the DD/S&T Career Development Course are []
25X1A9A An/ORD; [] RP and [] Optics.
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12. The next CSP meeting was scheduled for 6 October 1969 at 0900 hours.

13. Meeting adjourned at 1100 hours.

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[]
Executive Secretary/CSP

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